

STATE EMPLOYEES CHARITABLE APPEAL OPENS

Using the state's motto HOPE as a campaign theme, the State Employees Charitable Appeal (SECA) launched its annual drive on September 27, urging state workers to "give the gift of HOPE" to the thousands in need among Rhode Island's elderly, children, women, families, the disabled, and the homeless.

Maureen Maigret, Director of the Department of Elderly Affairs and Chairperson for the 1991 SECA drive, reported that a goal of \$460,000 has been set for this year's campaign. Because of the tough economy, the emphasis is not on employees increasing gifts, but rather on increasing the number of donors.

The SECA campaign is an efficient and effective way to get your contribution to your favorite agency, and over 300 charitable agencies have met the requirements to participate in this year's campaign.

Another key aspect of the SECA campaign is the fact that administrative costs are a low 8%. This means that 92% of each dollar goes directly to where it's needed. This wouldn't be possible without the help of all the state employee volunteers.

Payroll deduction allows us to spread the amount of our gift over a twelve month period rather than write a check for the entire amount at one time. Just think of what a few dollars can do:

- \$58.00 a month will provide comprehensive day care services for one frail, elderly individual, including medical care.
- \$31.50 a month will provide therapeutic aquatic training to a physically disabled adult for one year.
- \$19.50 a month will immunize 20 children against diseases such as measles, tetanus and polio.
- \$5.50 a month trains four tutorial volunteers who in turn, assist 12-15 illiterate adults to learn to read.

The SECA brochure contains a list from which to select an agency to receive our contribution. There are nine federations participating in this year's campaign. (A federation is an organization which represents a number of other organizations for fundraising and promotional purposes.) These are: United Way of Southeastern New England; National Voluntary Health Agencies; Health Way; National/United Service Agencies; Fund for Community Progress; Earth Share; Women's Services of Rhode Island; International Service Agencies; and Community Way.

There is also a group of agencies that wish to remain independent. These are listed as Local Unfederated Agencies.

Please take the time to look through your brochure and attend a rally. This is **our** campaign, and these agencies are providing needed services thanks to our contributions.

OFFICE OF SUBSTANCE ABUSE RECOGNIZES RED RIBBON WEEK OCTOBER 19-27

"Neighbors — Drug Free and Proud"

The theme of the fourth annual Red Ribbon campaign in Rhode Island encourages neighborhoods, workplaces, religious groups, businesses and schools to organize their own special community based event. In conjunction with the Providence Journal-Bulletin and the RI Anti Drug Coalition, the Office of Substance Abuse is working to create awareness concerning alcohol and other drug problems facing each community.

By encouraging each community's Substance Abuse Task Force and other concerned groups to plan neighborhood prevention activities, all events will be unique to each community's culture and ethnic diversity. All activities will support healthy, drug-free lifestyles.

The national Red Ribbon Campaign originated when federal agent Enrique Camarena was murdered by drug traffickers in 1985. The wearing of a red ribbon became a symbol for not abusing legal drugs or using illegal drugs.

Governor Bruce Sundlun will issue a proclamation declaring the week of October 19-27 as Red Ribbon Week and detailing some main events. Among them will be October 19-20, Red Ribbon Religious Weekend Services; Wednesday, October 23, Wear Red Ribbon Day; Saturday, October 26, Open House at treatment providers throughout the state; and October 26-27, Red Ribbon Sports Weekend.

Newspapers, TV and radio stations will announce other events throughout the state.

The Office of Substance Abuse hopes all Rhode Islanders will participate in their community's activities or organize events in their workplace. To get in contact with your community substance abuse task force coordinator, please call Hen Andrews or Betty McHugh at 464-2191.

Following the recommendations of a Special Legislative Commission, Governor Bruce Sundlun, by Executive Order, created the Office of Substance Abuse (OSA) on July 1, 1991. The new agency replaces the Governor's Drug Program, and consolidates "substance abuse leadership policy and service administration into one central administrative authority" with cabinet rank.

A. Kathryn Power is Director of the new agency. Look for more on OSA in the December issue of pRide.



FROM THE OFFICE OF THE GOVERNOR

Executive Orders

No.	Date	Description
91-19	7-1-91	Provides for the transfer and reorganization of the Central Food preparation and dietary services from the Department of Administration to the Department of Corrections.
91-20	7-1-91	Removes the Rhode Island Emergency Management Agency from the jurisdiction of the R.I. Army National Guard and places it as a separate division within the Executive Department.
91-21	7-1-91	Establishes a 7-member Task Force on State Owned and Operated Airports to advise the Governor with respect to the operations and facilities of all state owned airports.
91-22	7-1-91	Suspends the day-to-day activities of the Emergency Hiring Council and relaxes its oversight over department directors.
91-23	7-1-91	Establishes an Office of Substance Abuse (OSA) within the Executive Department to oversee and approve any and all state programs, policies and budgets that directly affect substance abuse.
91-24	7-23-91	Creates a 17-member Governor's Economic Strategy Task Force to formulate specific action plans for the revival of the state's economy using as its guide the "Making Rhode Island a State of Excellence" report of the May 21, 1991 Economic Summit.
91-25	7-25-91	Appoints the Director of the Department of Employment and Training as Chairman and Executive Director of the Workforce 2000 Council and transfers all administrative responsibility of Workforce 2000 from the Governor's Office to the Department of Employment and Training.
91-26	7-25-91	Establishes a task force to create a single "council" to advise state government on employment training related matters.
91-27	8-2-91	Provides for the reorganization of the Executive Department into nine Offices.
91-28	8-8-91	Establishes a Water Supply Management Division within the Department of Environmental Management.
91-29 & 91-29.1 thru 91-29.7	8-18-91 thru 8-28-91	Eight Executive Orders relating to Hurricane Bob.
91-30	8-21-91	Establishes the Rhode Island Skills Commission task force to address the agenda set forth in "America's Choice: High Skills or Low Wages" a report of the Commission on the Skills of the American Workforce (CSAW).
91-31	8-30-91	Requires that vendors doing business with the State in an amount in excess of \$2500 in any fiscal year must file a form with the Secretary of State declaring the vendor's political contributions in excess of \$200 to candidates for State offices or the General Assembly.
91-32	9-4-91	Reorganizes the Department of Labor.
91-33	9-6-91	Directs the Department of Health to serve as the State's "lead agency to stimulate initiatives to meet the Year 2000 National Health in Rhode Island.

(continued on page 3)

OFFICE OF TRAINING AND DEVELOPMENT COURSES

October

- SUPERVISORY AND MANAGEMENT SKILLS** — 3 Mon
Oct 28, Nov 4, Nov 18; 8 to 4 (Lunch incl.); 1/2 credit ... \$110
- COMPLETE FINANCIAL PLANNING** — Tues & Wed,
Oct 22 & 23, 3:30 to 5:30 \$35
- OFFICE HEALTH AND SAFETY (OFFICE ERGONOMICS)**
Wed Oct 30; 3 to 4 (also offered Nov 30, Dec 11, 3 to 4) ... \$5
- CONFLICT RESOLUTION** — Thurs Oct 24 & 31;
8:30 to 4:30; 1/2 credit \$75
- BASIC COMMUNICATIONS** — 5 Fri begin Oct 25;
9 to 12; 1/2 credit \$75

November

- CODE OF ETHICS AND STATE EMPLOYEES** ...
WHAT YOU NEED TO KNOW — Fri Nov 1; 9 to 12 \$5
- STRATEGIC PLANNING FOR YOUR ORGANIZATION** —
5 Thurs begin Nov 7; 9 to 12; 1/2 credit \$75
- STRESS MANAGEMENT** — 6 Mon begin Nov 4; 9 to 12
(Nov 4 & Dec 9 meet 9 to 4); 1 credit \$95
- EFFECTIVE STAFF MEETINGS** — Wed Nov 13; 9 to 12 ... \$18
- INTERMEDIATE LOTUS** — 5 Thurs begin Nov 14;
9 to 12; 1/2 credit. \$97
- SECRETS OF SECRETARIAL SUCCESS** — Fri Nov 7,
14, 21; 9 to 4; Mon Nov 25; 9 to 12; Fri Dec 6; 9 to 4;
1 credit \$95
- PERSUASIVE PRESENTATIONS** — 5 Mon begin Nov 18; 1 to
4; 1/2 credit \$75
- AUDIO-VISUAL REVIEW**
SESSION 1 — Tues Nov 19; 9 to 12
SESSION 2 — Tues Nov 26; 9 to 12 \$5 per session
- INTERMEDIATE WORD PERFECT 4.2** — 5 Tues begin
Nov 19; 9 to 12; 1/2 credit \$97
- USING TDD** — Wed Nov 20; 9 to 12 \$5
- WHAT SUPERVISORS NEED TO KNOW ABOUT
DISCRIMINATION** — Fri Nov 22; 9 to 4 \$15
- MANAGING EMPLOYEE PERFORMANCE** — 3 Mon begin
Nov 25; 8:30 to 4:00; 1/2 credit \$110

pRide

Personnel pRide is published by the Office of Personnel Administration, Division of Human Resources, Department of Administration, William E. Powers Building, One Capitol Hill, Providence, RI 02908-5860.

Director of Administration:

Harry J. Baird

Consultant, Administration/Human Resources:

Robert Tetreault

Acting Personnel Administrator:

Beverly A. Dwyer

Editor:

Donald J. Boisvert

DESERT STORM

In the September **pRide**, we listed the names of state employees known to us at that time to have served in Operation Desert Storm.

We now acknowledge with pride and gratitude the service and sacrifices of the following additional personnel who served in the Gulf War:

Department of Elderly Affairs

Sayler, Susan

Department of Human Services

McGinn, Albert

Department of Transportation

Courtemanche, Donald

FROM THE OFFICE OF THE GOVERNOR

(continued from page 2)

91-34 9-17-91 Establishes the Governor's Personnel System Review Committee to "identify ways to strengthen the State's Personnel System and make recommendations."

91-35 9-26-91 Creates the Governor's Commission on Hispanic Affairs.

For more information or copies of Executive Orders, contact Kathy, the Office of the Executive Counsel, 277-2080, Ext. 258.

PERSONNEL OFFICIAL APPLAUDS CREATION OF REVIEW COMMITTEE

Acting Personnel Administrator Beverly Dwyer is excited about the potential for reform inherent in the creation of the Personnel System Review Committee by Governor Sundlun.

"Personnel Administration" says Dwyer, "is no longer the simple, paper shuffling and records keeping function that it was in 1939. It has evolved into the complex business of human resource management, possessed of all the necessary legal and structural framework for participatory management with State Government. The efficient and cost effective delivery of personnel services however, is often hampered by a multitude of demanding and sometime conflicting policies and procedures, the product of a fifty two year old patched-up system."

The Merit Law Act of 1939 to which Dwyer made reference, created the Rhode Island Civil Service System, also called the Merit System. In the more than half a century since, there have been numerous major reorganizations and restructurings of the organizational units that deliver personnel services, but the Civil Service System, except for amendments to the law creating it, remains relatively intact.

Policy and procedural changes written since 1939 are another matter. They number in the thousands, and all are incremental, resulting in a system that is unmanageable and badly in need of reform.

In the area of labor/management relations, twenty two state employee labor contracts are up for renegotiation in 1992.

With this in mind, Dwyer is looking to the Personnel System Review Committee to offer suggestions on how labor/management can work together to bring better effectiveness and economy to the negotiation process.

"In summary" says Dwyer, "I welcome the Personnel System Review Committee and look to it as the source of opportunities to improve, streamline, and demystify the complex and dynamic nature of personnel activities, not only for the people we serve, but also for the benefit of those charged with administering the system in a fair and equitable manner."

GOVERNOR ESTABLISHES PERSONNEL SYSTEM REVIEW COMMITTEE

Governor Bruce Sundlun, saying "the structure of laws, regulations, contracts and policies that currently govern classified personnel has produced a system which is no longer sufficiently responsive to the needs of agencies, career employees and the public," announced the establishment of a Governor's Personnel Review Committee to "identify ways to strengthen the State's Personnel System."

The goals of the ten-member committee appointed by the Governor include making recommendations to:

- Improve the morale, opportunities and performance of State employees.
- Establish a more effective system for job and performance evaluations and salary administration.
- Enhance management training and skills development opportunities for State employees.
- Streamline the Classification system and hiring practices.
- Promote equitable and stable labor relations.
- Provide management with appropriate information regarding human resources.

In making his announcement, the Governor stressed that "there are more than 19,000 employees in State service, and the personnel budget consumes over \$542 million annually and 25.4 percent of the State budget." The Governor further stated that "there are now well over 1200 different job classifications and over 700 specific examinations to fill vacancies."

A recent overview of the State personnel system the Governor says, "has identified a need to improve training, job evaluation, hiring and promotion practices."

The ten-member review committee appointed by the Governor consists of: Diane Disney, URI, Business/Economics; Charles Hutchinson, CVS Drugs, Vice-President, Human Resources, (Retired); John McGuire, Crystal Brands; Guy Medaglia, Brooks Drugs; Stephanie Okolowicz, R.I. Public Expenditure Council; Marvin Perry, Deputy Director, DET; Ted Schmidt, URI - Labor Research Center; William Tammello, Director, Department of Labor; Robert G. Tetreault, Dept. of Administration/Human Resources; Raymond Way, RIGHT Associates.

The Review Committee will submit its recommendations to the Governor on April 2, 1992.

HEALTH ALERT

ALCOHOL AND DRUG FREE WORKPLACE TRAINING IS AN ONGOING PROGRAM OF STATE GOVERNMENT. THE RHODE ISLAND EMPLOYEE ASSISTANCE PROGRAM (RIEAP) PROVIDES PERIODIC PUBLIC AWARENESS OF ITS FREE SERVICE AVAILABLE TO ALL STATE EMPLOYEES AND THEIR DEPENDENTS. RIEAP IS A HIGHLY CONFIDENTIAL, PROFESSIONAL SOURCE OF HELP FOR PERSONS NEEDING INFORMATION, ASSESSMENT AND REFERRAL TO COUNSELING OR TREATMENT RESOURCES THROUGHOUT RHODE ISLAND. YOUR DEPARTMENT OFFICIALS WILL BE IN TOUCH TO SCHEDULE YOU TO ATTEND A MANDATORY TRAINING SESSION CONDUCTED BY RIEAP AS PART OF THE CONTINUOUS DRUG FREE WORKPLACE TRAINING PROGRAM. HELP YOURSELF AND YOUR FAMILY IN RECOGNIZING THE ILL EFFECTS OF DRUG OR ALCOHOL ABUSE.

CLIP 'N' SAVE

This calendar is brought to you by
The Office of Personnel Administration
1992

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1992 STATE HOLIDAY CELEBRATIONS

New Year's Day	-	Wednesday, January 1
Dr. Martin Luther King Jr.'s Birthday	-	Monday, January 20
Memorial Day	-	Monday, May 25
Independence Day	-	Saturday, July 4
Victory Day	-	Monday, August 10
Labor Day	-	Monday, September 7
Columbus Day	-	Monday, October 12
Election Day	-	Tuesday, November 3
Veteran's Day	-	Wednesday, November 11
Thanksgiving Day	-	Thursday, November 26
Christmas Day	-	Friday, December 25

CIRCLED DAYS INDICATE PAY DAY FOR STATE EMPLOYEES



SORI Employees Continue to Make HealthMate the State's Fastest Growing Health Plan

HealthMate, Rhode Island's fastest growing health plan, more than doubled its enrollment among State of Rhode Island (SORI) employees and retirees over the past six years. This overwhelming State support has helped contribute to HealthMate's success.

Originally designed for State employees in 1986, HealthMate offered office visit coverage with no deductibles or paperwork, plus a large network of participating health care providers. This positive reception by SORI employees resulted in HealthMate being offered to other Rhode Island companies the following year. In 1991,

more than 20,000 State employees and their families belong to HealthMate.

"HealthMate's combination of coverage and cost controls have made it a perfect match for both employers and employees," said Paul McGoran, Director of Product Management for Blue Cross & Blue Shield of Rhode Island.

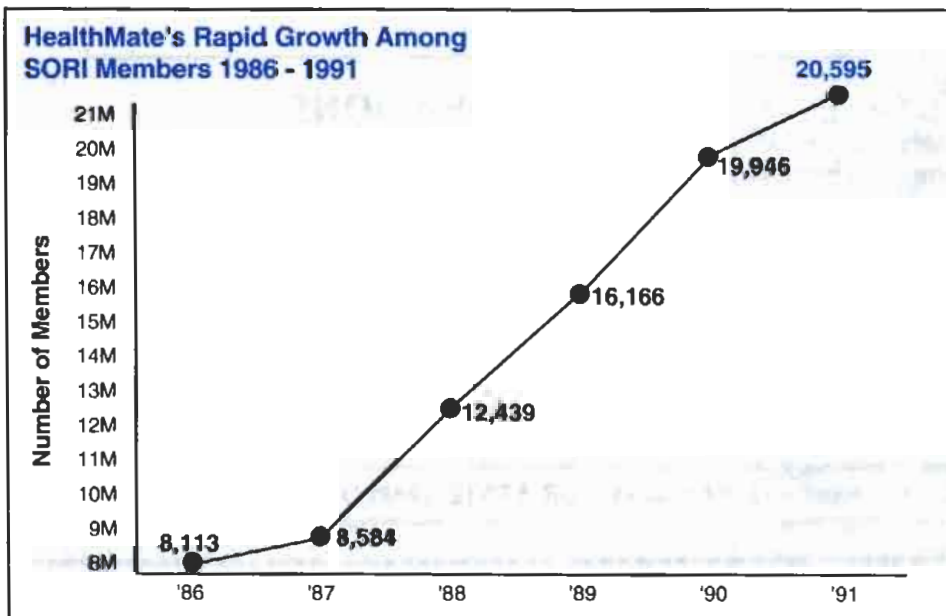
To date, more than 160,000 Rhode Islanders have selected HealthMate for its appealing combination of benefits, including routine and preventive care, and the freedom to choose from among 2,500 participating doctors and specialists. Healthmate also offers coverage for

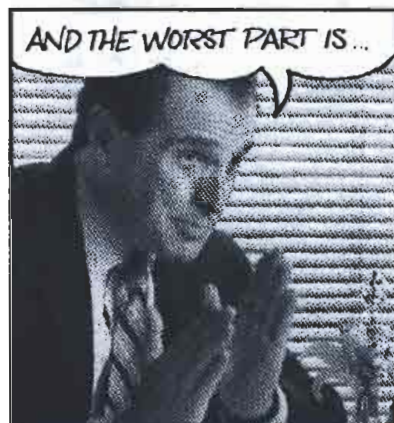
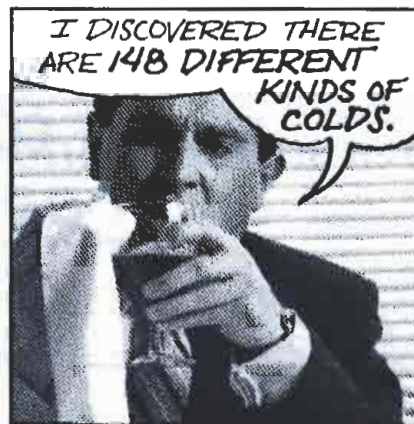
non-participating providers at up to 80% of our allowance.

With all this coverage, it's easy to see why HealthMate continues to be the most popular health plan choice among State employees.

Blue Cross & Blue Shield of Rhode Island is pleased to announce an improvement in your health plan, whether you have HealthMate or Classic Blue. We have expanded our network of participating providers to include more than 200 durable medical equipment suppliers and mental health providers. This means that these participating providers cannot bill you more than the Blue Cross allowance. These providers accept our allowance as payment in full, provided all the necessary deductibles (depending on your health plan) have been met. To maximize your coverage, you should visit a participating provider whenever possible for all your health care needs.

If you'd like to know more about these new providers, call our Customer Service Department at (401) 831-6550 or (800) 327-6152; TDD (401) 831-2202.





When you have HealthMate, you're covered for visits to the doctor's office. For just \$5. What's more, with HealthMate you can pick from a lot more doctors. You can choose from over 2,500 doctors right here in Rhode Island. And you can go to any doctor or specialists you need anywhere in the country. And maybe it's numbers like this that have convinced thousands of Rhode Islanders to join HealthMate in just four years.

**With HealthMate, there's one number you'll never have to hear about...
The cost of a trip to the doctor's office.**



HealthMate